

Job Description: Advocacy Officer

September 2023

OVERVIEW

The Advocacy Officer is part of WAO's Advocacy team, which advocates for an end to violence against women and gender discrimination by influencing public policies and societal behaviours. The Advocacy Officer supports advocacy campaigns, which involves engaging policymakers and the public to reform public policies and shape public discourse related to violence against women and gender equality. The Advocacy Officer is supervised by the Advocacy Manager.

KEY RESPONSIBILITIES

Advocacy campaigns (50%)

1. Work with the Head of Campaigns to plan, coordinate, and execute advocacy campaigns.
2. Help conceptualise, lead, and implement advocacy campaigns.
3. Engage policymakers, and other relevant stakeholders, WAO team members, and external partners in carrying out advocacy campaigns.
4. Conduct public policy analysis and research to support campaigns.
5. Support the research functions of the advocacy team, including reports and policy briefs

Ad-hoc advocacy opportunities (10%)

1. Support WAO's engagement in ad-hoc, external advocacy opportunities that arise (distinct from our own internally-driven advocacy campaigns), including bilateral and multi stakeholder meetings and consultations, as well as written submissions.

Public communications (15%)

1. Support WAO's messaging in news media (print, online news, TV, radio, magazines), including managing quote requests.
2. Plan and manage social media messaging and content to support campaign development.
3. Conduct talks and facilitate workshops, working with relevant WAO colleagues, as assigned.

Case advocacy (15%)

1. Work with WAO's services team and Senior Advocacy Officer to support individual client cases.

Other (10%)

1. Assist in shared office responsibilities.
2. Carry out other duties or directions relevant to WAO's mission.

QUALITIES

1. Is committed to feminist principles and WAO vision, mission, and core values.
2. Has knowledge of (and committed to develop expertise in) gender equality and violence against women.
3. Possesses excellent writing and speaking skills, in English and Bahasa Malaysia.
4. Has strong relationship-building, people, and project management skills.
5. Strong analytical abilities.
6. Has a proven track record of completing high quality work.

A combination of education, work experience, and training can demonstrate the qualities above. For example: Master's Degree in a relevant field, or a Bachelor's degree and two years of relevant work experience. Outstanding fresh graduates are also encouraged to apply.

To apply: email CV/resume and cover letter to shazana@wao.org.my; nazreen@wao.org.my and camelia@wao.org.my by 10th October 2024. Applications assessed on a rolling basis.
Salary scale: RM3,200-RM3,800.